



COMDTINST 5040.5A
11 OCT 1989

COMMANDANT INSTRUCTION 5040.5A

Subj: Selected Reserve Administrative and Training Management
Inspection Program

Ref: (a) Reserve Administration and Training Manual,
COMDTINST M1001.27 (series)

1. PURPOSE. This Instruction promulgates procedures for evaluating the administrative and training management activities of Coast Guard Selected Reserve units and administrative group commands commencing 1 October 1989.
2. DIRECTIVES AFFECTED. Commandant's Instruction 5040.5 is cancelled. The contents of this Instruction will be incorporated in a future change to reference (a).
3. DISCUSSION.
 - a This inspection program provides district commanders with a standardized method for evaluating the administration and training management of reserve units and administrative group commands, and for systematically helping reserve units improve their performance of those functions. This guide, as a minimum, shall be used by all districts in conducting unit inspections. The inspections will generate an adjectival rating which reflects the ability of the unit to perform essential administrative functions and the quality of its training management.
 - b Operational evaluations may be conducted in conjunction with the inspections described in this Instruction.
 - c This Instruction is designed to be a guide. The questions are not comprehensive but merely suggest areas to be checked. District inspectors may add additional questions to cover district policies and requirements as needed.

4. STAFFING AND RESOURCES.

a The Reserve District Inspector.

- (1) The district commander will appoint the Reserve district inspector.
- (2) The Reserve district inspector serves as a key assistant to the district commander for evaluating the quality and effectiveness of the district Reserve Training program. The position should, therefore, be filled by a respected senior Reserve officer with broad experience and understanding of both the active force and the Reserve program.
- (3) The Reserve district inspector should normally serve a three-year tour.

b Reserve District Inspection Team/Staff.

- (1) The Reserve district inspection team/staff should be composed of four to six experienced individuals who are knowledgeable in the subject area to be inspected.
- (2) Temporary members may be requested to join the team at the discretion of the Reserve district inspector to meet specific expertise requirements.
- (3) Funding. Adequate funding for the inspection program should be addressed through the normal budget process.

5. EVALUATION MEASURES.

- a The Selected Reserve Administrative and Training Management Inspection Guide, enclosure (1), details the parameters of this inspection program. The specific scoring methodology for each of its four sections will be developed by the Reserve district inspector based upon the RT program management philosophy of his district commander and other pertinent criteria unique to this particular district. However, in developing an overall adjectival score, the unit's performance in each section will be weighted as follows:

(1) Leadership, Command and Control	15%
(2) Administration	10%
(3) Pay and Supply	10%
(4) Training	65%
Readiness	15%
Augmentation/Operations Evaluation	35%
Administration	<u>15%</u>
	65%

- b One of the following adjectival ratings will be assigned for the overall evaluation of the unit: OUTSTANDING, EXCELLENT, GOOD, SATISFACTORY, or UNSATISFACTORY. Although the Reserve district inspector will develop the scoring methodology for translating the unit's actual performance of the inspection items, the final adjectival rating assigned should accurately reflect the unit's overall management qualities, which for each of the ratings are defined as:
- (1) OUTSTANDING. Use of strong leadership, initiative, imagination and ingenuity are evident. Procedures in effect are of exceptional merit. The command is virtually error free in its administration and training management.
 - (2) EXCELLENT. The command is effectively and efficiently managing assigned resources. A few minor deficiencies correctable by the unit were observed.
 - (3) GOOD. The command is meeting its mission requirements as identified in pertinent directives, regulations, and common sense good management procedures. A few pronounced deficiencies correctable by the unit were observed.
 - (4) SATISFACTORY. The command is meeting minimum mission requirements. However, low productivity, lax management, and the presence of significant deficiencies is clearly evident. The command is, however, still operational and able to meet its mission/function assignments.
 - (5) UNSATISFACTORY. The command is not capable of fulfilling its mission/function assignments. The unit is not operational.

6. PROCEDURES.

- a Commandant (G-RSP) will provide oversight and guidance to district commanders regarding the operation of the inspection program, and maintain the Selected Reserve Administrative and Training Management Inspection Guide, particularly through periodic consultation and validation with Reserve district inspectors.
- b District commanders shall:
 - (1) Ensure that all Selected Reserve units and administrative group commands are evaluated in accordance with the provisions of this Instruction. Inspections may be conducted more frequently at the discretion of the district commander.
 - (2) Clerical support shall be assigned or made available to the district inspection team by district (r) for processing the inspection schedule, inspection reports, and other inspection team correspondence.

- (3) Ensure that the inspected unit/group responds in writing, within 60 days after receipt of the inspection report, identifying any corrective actions being taken.
- (4) Ensure that the inspected unit/group promptly follows through with appropriate action to correct significant deficiencies reported by the Reserve district inspector.

c The Reserve district inspector shall:

- (1) Manage the inspection program under the general guidance of the district commander (r), including the selection of inspection team members, the scheduling of inspections, the development of district inspection scoring methodology, the supervision of the inspection, and the maintenance of inspection records, correspondence, and reports.
- (2) In instances where the inspected Reserve unit/administrative group augments an active duty command, the commanding officer or OINC should be invited to attend the inspection. Whenever practicable, the active duty command should be interviewed to obtain additional evaluation information.
- (3) When and wherever possible, the district inspector should hold an "all-hands" meeting and a request mast proceeding.
- (4) The duration of the inspection team's presence at the Reserve unit or group will be at the district's discretion. However, the "all-hands" involvement should be limited to one single drill period regardless of the total duration of the inspection.
- (5) Within 30 calendar days after the inspection provide an inspection report to the district commander (r).
- (6) Ensure that copies of each inspection report are also provided to the unit inspected, the cognizant Reserve group commander, and the active force command (s) that provide training to, and are augmented by, the Reserve unit/group inspected. 7. ACTION. District commanders shall ensure compliance with this Instruction.

/s/ N. G. COZZOLINO
ACTING CHIEF, OFFICE OF
READINESS AND RESERVE

- Encl: (1) Selected Reserve Training Management and
Administrative Inspection Guide
(2) Sample Inspection report format

**SELECTED RESERVE ADMINISTRATIVE AND
TRAINING MANAGEMENT INSPECTION GUIDE**

NOTE: This form is to be completed by the Reserve unit prior to the arrival of the district inspection team.

1. VISITATION FREQUENCY

Unit/admin group inspected _____
Date of this inspection _____
Date of last inspection _____
Date unit/admin group last visited by district staff _____

2. UNIT/GROUP MISSION STATEMENT

3. INFORMATION FOR THIS INSPECTION

Inspector _____
Commanding officer _____
Address _____
Phone #/date assigned _____
Reserve group commander _____
Address _____
Phone #/date assigned _____
Augmented commands _____

Command(s) supported by mobilization billets on UTO

Command name and # of billets _____

Stationkeeper _____

Other units stationkeeper supports _____

4. PERSONNEL ALLOWANCE.

	<u>Billets</u> <u>assigned (UTO)</u>	<u>On-board</u> <u>strength</u>	<u>Percentage</u>
Officers	_____	_____	_____
Enlisted	_____	_____	_____
Total	_____	_____	_____

I. LEADERSHIP, COMMAND, AND CONTROL (15%)

A LEADERSHIP.

- 1 Does the command communicate on a regular basis with all assigned personnel? (COMDTINST M5000.3A, 4-1-20)
- 2 Is there an open environment within the unit to promote two-way communication within the command?
- 3 Is there a mutual commitment between the active duty and reserve commands to the training, qualification, and full participation of reservists?
- 4 Is there an effective augmentation coordination system between the reserve command and its active duty counterpart? (COMDTINST M1001.27 1-A-1a(1)(e) and interview with the active duty command)
- 5 Comments:

B MILITARY BEARING. Military bearing will be judged during personnel inspection and observation of the crew throughout the inspection.

- 1 Are muster procedures correct? (COMDTINST M5060.12, Ch. 3)
 - 2 Do uniforms comply with military standards? (COMDTINST M1020.6A)
 - 3 Are proper decorations worn and are ribbons arranged in order of precedence? (COMDTINST M1650.25)
 - 4 Does grooming comply with standards? (COMDTINST M1020.6A)
 - 5 Percentage of assigned personnel present _____.
 - 6 Results of personnel inspection _____
-
-

C MORALE. Morale will be judged by observation and interviews with unit members throughout the inspection. Members' attitude, sense of purpose, esprit de corps, as well as the adequacy of berthing and messing facilities, are some of the factors which will be evaluated by the inspection team.

- 1 Are Request Mast procedures known and understood? (COMDTINST M5000.3A, 4-1-12)

- 2 Do members possess a positive attitude toward program? (all-hands observation, questioning)
- 3 Are unit members aware of their Selected Reserve benefits?
- 4 Are there members who are participating unsatisfactorily?
 - a Are these members counseled for unsatisfactory participation? (COMDTINST M1001.27, 4-C-4)
 - b If they continue to participate unsatisfactorily, are they promptly processed for discharge? (COMDTINST M1001.27 4-E-2)
- 5 Is a military civil rights program being promoted? (COMDTINST 5350.11B (series))
- 6 Is there a proactive program in effect to recommend deserving individuals for awards such as; Commendation Medal, Achievement Medal, Navy League and ROA awards, etc. when appropriate?
- 7 Has the command demonstrated an interest in the professional growth and career development of the unit members?
- 8 Have all eligible members received a Reserve G.I. Bill Notice of Eligibility (NOBE)? If not what follow up has been initiated?
- 9 Is the unit monitoring the requirements to maintain G.I. Bill eligibility and are discrepancies being reported to district (r)?
- 10 Are members receiving counselling to ensure that they understand the consequences of losing their G.I. Bill eligibility?
- 11 What is the evaluation of the unit's morale?

D ORGANIZATION.

- 1 Does the unit have an up-to-date Organization Manual reflecting a viable organization, officer assignment letters, regulations, and bills appropriate to the unit? (COMDTINST M5000.3A, 7-1-1)

E DRUG AND ALCOHOL ABUSE PREVENTION.

- 1 Is the command adhering to the intent and policies of the Coast Guard Alcohol and Drug Abuse Prevention Program? (COMDTINST M1000.6A, Ch. 20-F, COMDTINST M1001.27, ch. 19 and other applicable COMDTINST's)
- 2 Is the unit effectively administering the drug urinalysis program? What percentage of the unit was tested during required period? (COMDTINST M1000.6A, 20-F-2b)

F STRENGTH MANAGEMENT.

- 1 Does the recruiting organization adequately support the unit's particular accession needs?
- 2 What was the unit's reenlistment rate during the past 12 months:
 - a 1st term enlistees _____
 - b 2nd term enlistees _____
- 3 What is the unit's turnover rate? (number of enlistees joining the unit and the number of enlistees leaving the unit)
- 4 What were the reasons given for leaving the unit?
- 5 Does the unit have an effective recruiting program and is there proactive interaction/coordination with the recruiting office?
- 6 Is the Selected Reserve Direct Commission Officer Program understood by appropriate enlisted personnel? (COMDTINST M1001.27, 3-B-1)
- 7 Are pre-discharge interviews conducted six months prior to expiration of enlistment and is the report of reenlistment interview forwarded to district? (COMDTINST M1001.27, 12-B-3 and COMDTINST M1000.6A, 12-B-4e)

G SAFETY.

- 1 Are safety conditions and practices adequate in administrative spaces and other work areas. (COMDTINST M5100.29, 1-4)
- 2 Does the unit have a procedure for handling and reporting mishaps? (COMDTINST M5100.29)

H SPACE ALLOCATION. Observe adequacy and condition of spaces utilized by the Reserve unit.

I OFFICER EVALUATIONS.

- 1 Are OERs properly prepared and submitted on time? (COMDTINST M1001.27, 10-A-5) List any delinquent OERs.
- 2 Is there an effective rating chain?

II. **ADMINISTRATION (10%)**

A SECURITY.

- 1 Are proper procedures (designation, handling, storage, etc.) followed for classified material? (COMDTINST M5500.11A)
- 2 Are unit members likely to be exposed to classified material in a mobilization situation familiar with proper procedures for classified material? (COMDTINST M5500.11A)
- 3 Do members hold required security clearances?
- 4 Are safe combinations changed every 12 months or sooner if applicable? (COMDTINST M1000.6A, 13-B-7.b(4))

B CORRESPONDENCE.

- 1 Is correspondence prepared in accordance with COMDTINST M5216.4A?
- 2 Does the unit properly maintain files for correspondence and directives? (COMDTINST M5212.12, 3-D and COMDTINST M5215.6A, 8-C)
- 3 If correspondence is not signed by the Commanding Officer is there a letter of authorization on file designating which personnel may sign "By direction"? (COMDTINST M5000.3A, 7-1-4)

C I.D. CARDS/MOB ORDERS.

- 1 Do all members have a valid ID card in good condition on his/her person? (COMDTINST M1001.27, 13, personnel inspection) List those members who do not have a valid ID card in good condition.
- 2 Are I.D. cards properly requisitioned, handled, issued, audited and accounted for? (COMDTINST M1000.6A, 13-E)
- 3 Is the Record of Identification Card Issued form CG-3133 properly prepared and retained for 6 years? (COMDTINST M1000.6A, 13-E-7)
- 4 How many unit members are holding:
 - a Interim MOB orders?
 - b District issued MOB orders?
 - c No MOB orders?

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- D PUBLICATIONS. Are required directives and publications maintained and kept current? (COMDTNOTE 5600)
- E EVALUATIONS.
- 1 Are enlisted annual/special marks properly prepared assigned and recorded on Form CG-3788 as required? (COMDTINST M1001.27, 10-B-2 through 5)
 - 2 Are ADT evaluations utilized by the unit when preparing annual marks? COMDTINST M1001.27, 10-B-3.a(2))
- F PAGE 7 ENTRIES. Are Page 7 entries properly prepared and submitted for the following (examples are not all inclusive)?
- 1 UCMJ instructions (COMDTINST M1000.6A, 8-B-1)
 - 2 Weight standard compliance (COMDTINST 1020.8)
 - 3 Other (reenlistment interviews, awards, disciplinary matters, counseling, etc.) COMDTINST M1001.27)
 - 4 All qual codes and designators.
- G PERSONNEL FOLDER. Does the unit have an informal personnel folder for each member including Record of Emergency Data, BAQ/Dependency Information (CG-4170), Enlisted Evaluation Marks, and Page 7 entries?
- H RECORD OF EMERGENCY DATA AND BAQ.
- 1 Are Records of Emergency Data (CG-4113) properly prepared, reviewed and signed by each member annually or as otherwise required? (COMDTINST M1080.7, 4-H-4)
 - 2 Are BAQ Forms properly completed/verified annually due April 1st? (COMDTINST M1080.9, 2-2)
- I MEDICAL.
- 1 Does the unit maintain or possess health records for all personnel assigned? COMDTINST M6000.1A, 4-A-5)
 - 2 Is personal data on each health record form complete? (COMDTINST M6000.1A, 4-C-7 & 8)
 - 3 Are the problem Summary List (NAVMED 6150/20) and the Dental Health Questionnaire (NAVMED 6600/3) forms properly displayed in each member's folder? (COMDTINST 6000.1A, 4-B-3, & 4-C-2)

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- 4 Are drug sensitivity stickers properly displayed when appropriate? (COMDTINST M6000.1A, 4-B-2)
- 5 Are Tetanus-Diphtheria immunizations completed every 10 years? (COMDTINST M6230.4C)
- 6 Have PPD AND HIV tests been administered within specified time frames? (COMDTINST 6220.1)
- 7 What percentage of members have current physicals?
- 8 What percentage of the unit has been weighed and measured, during the last 12 months and is the weight program being properly administered? (COMDTINST 1020.8)
- 9 How many unit members have been found to be in noncompliance with the weight standards and have been placed on probation? (COMDTINST 1020.8)

III. **PAY AND SUPPLY (10%)**

A PAY AND ATTENDANCE.

- 1 Is the Unit Attendance Record (CG-4457) properly prepared? (COMDTINST M1001.27, 17-A-2)
- 2 Is block 8 columns a and b of the Unit Attendance Record (CG-4457) being used to track the number of paid drills for the fiscal year and the total unexcused absences for the anniversary year? (COMDTINST M1001.27, 17-A-6)
- 3 Does the unit use drill performance cards or sign-in sheets as supporting documentation for each drill reported on the Unit Attendance Record (CG-4457)? (COMDTINST M1001.27, 17-A-7)
- 4 Is the Monthly Pay Record (CG-4458) regularly compared with Unit Attendance Record (CG-4457) for that month to quickly flag pay discrepancies? (COMDTINST M1001.27, 20-B-2f)
- 5 Are pay discrepancies promptly reported or corrected on a PAA (DD-139) or CG-4457, as appropriate? Are PAAs completed in the proper format? (COMDTINST M1001.27, 20-B-5)
- 6 Are appropriate duty orders properly reported on the Unit Attendance Record (CG-4457)? (COMDTINST M1001.27, 17-A-2 & c)
- 7 Is attendance monitored and counseling recorded on a page 7? (COMDTINST M1001.27, 4-C)
- 8 What is attendance ratio? (i.e., drills reported in last year vs. average on-board strength times 48)
- 9 Has a VA Form 29-8286 been completed by all personnel for whom SGLI is not being deducted on the CG-4458? (COMDTINST M1000.6A, 18-D-5d)

B UNIFORMS.

- 1 Does the unit receive uniform orders within a reasonable period of time?
- 2 If not, what follow-up action has been taken?
- 3 What is the percentage of members (E-6 and below) who possess complete seabag (this can be completed by questionnaire at the discretion of the command)? (table 2-3, COMDTINST 1020.6A)

C SUPPLY.

- 1 Does the unit have a procedure to ensure that only persons entitled to IDT rations-in-kind receive same? (COMDTINST M1001.27, 20-A-3)
- 2 Is the unit aware of the limits of its procurement authority? (DISTRICT OPLAN)
- 3 Is the unit properly preparing and using SF-44's? (COMDTINST M4200.13B)
- 4 Are inquiries made when the materials or services are not received by the date specified if the purchase order or information concerning the shipment has not been received? (COMDTINST M4200.13B, 13-J)
- 5 Are receiving reports endorsed and forwarded immediately to the purchasing-paying unit? (COMDTINST M4200.13B, 3-L)
- 6 Does the unit understand and properly utilize the SURF (SF-344) requisitioning procedure? (COMDTINST M4400.13, PART VI 2-B)
- 7 Does the unit submit to district (r) changes to the unit's property and allowance list? (COMDTINST M4400.13)
- 8 Is an inventory of general purpose property taken upon relief if the last custodian or within the last three years? (COMDTINST M4400.13, Vol III, Part VI)
- 9 Are formal/informal Boards of Survey convened when appropriate and are Reports of Survey (CG-5069) properly executed when necessary? (COMDTINST M4400.13, PART IX)

IV. **OTAL TRAINING (65%)**

A READINESS. (15%)

- 1 What is the percentage of members performing IDT training toward their mobilization billets?
- 2 What is the percentage of members performing ADT training toward their mobilizing billets?
- 3 What is the percentage of members completing pre-mobilization training within the last year? (COMDTINST M3060.9H, 6-B-2a)
- 4 Has the unit exercised the callup procedure within the last year? What is the percentage of unit members reached within 24 hours? (COMDTINST M3060.9H, 6-E-2a)
- 5 Does the unit have a current notification system (telephone tree) to include home and work telephone numbers? (COMDTINST M3060.9H and 6-C-2 COMDTINST M4081.1A)
- 6 What is the percentage of members participating in a readiness exercise within the last 4 years? (COMDTINST M1001.27, 15-D-4)
- 7 What is the percentage of officers who are current in their experience indicators for their mobilization billets? (COMDTINST M1001.27, 6-A-5)
- 8 Is there effective communication and coordination between the training and readiness officers relating to training and mobilization requirements?
- 9 What percentage of members are qualified (even if not currently certified) for their MOB assignment? What percentage is mobilization qualified for:

	# req.	# achieved	percent
a Small boat Coxswain	_____	_____	_____
Engineer	_____	_____	_____
Crewman	_____	_____	_____
b Port Security/Port Safety	_____	_____	_____
c Aircrew assignments	_____	_____	_____
d Afloat assignments	_____	_____	_____
e Command and Control	_____	_____	_____

10 What is the percentage of members qualified, by weapon, for their MOB billet?

		# req.	# achieved	percent
a	Rifle	_____	_____	_____
b	Pistol	_____	_____	_____
c	Shotgun	_____	_____	_____

11 Does the unit have a current assembly plan (for members mobilizing as a unit)?
(COMDTINST M3060.9, 6-C-2 and COMDTINST M4081.1A)

12 Does the unit have on file, with the district transportation officer, a current listing of members requiring transportation support for mobilization? (COMDTINST M3060.9H, 6-C-2b)

B AUGMENTATION. (35%)

1 What percentage of the unit's overall IDT time was used augmenting active force commands during the past year? (COMDTINST M1001.27, 15-C-2)

2 What opportunities does the unit have through augmentation to train and utilize Reserve personnel? Is it adequate?

3 Is there a logistical or supply problem that hinders augmentation?

4 Obtain augmented command input on augmentation quality, extent and effectiveness.

5 How many augmentation-related certification letters are held by unit members for:

		# req.	# achieved	percent
a	Small boat Coxswain	_____	_____	_____
	Engineer	_____	_____	_____
	Crewman	_____	_____	_____
	MLE	_____	_____	_____
b	Port Security/Port Safety	_____	_____	_____
c	Aircrew	_____	_____	_____
d	Afloat	_____	_____	_____
e	Communications Watchstander	_____	_____	_____
f	OOD/JOOD Watchstander	_____	_____	_____

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- 6 Were the letters available for review, the qualifications current, and the letters in correct format?
- 7 Are the Reservists trained to the same standards of qualification as their active duty counterparts?
- 8 Review demonstrated progress on applicable check lists. (i.e., boat quals, MSM OJT guide, watchstander check list by active unit, etc.)
- 9 What percentage of the personnel with small boat mobilization assignments hold current certification (as coxswain, engineer, crewman) to perform those duties at their augmentation training site? (COMDTINST M16114 (series))?
- 10 What percentage of the Port Security personnel have completed the applicable Port Safety/Security Booklet versus their augmenting assignments?
- 11 What is the percentage of qualified aircraft commanders/co-pilots compared to pilots required by the UTO? Qualified aircrewmen? (Reserve aviation training units only)
- 12 An operational evaluation of the unit/group will be conducted in accordance with applicable district instructions, regulations, and guidelines. The purpose of this evaluation is to judge the capabilities of the unit against the mission of the unit.

C ADMINISTRATION. (15%)

- 1 Are Practical Factor Sheets (CG-3303C (series)) properly utilized and recorded for both IDT and ADT? (COMDTINST M1001.27, 7-C-5)
- 2 Is the Request for Servicewide Examination (CG-4716) properly prepared and submitted on time? (COMDTINST M1001.27, 7-D-2) How many members:
 - a Participated?
 - b Passed?
 - c Have been advanced in the last 2 years?
 - d Are below the paygrade of their MOB assignment?
- 3 Are examining board officers designated in writing? Was a copy of the letter sent to district (r)? (COMDTINST M1001.27, 7-D-8a(1))

- 4 Is the RK program being properly administered and has a senior petty officer been designated to monitor each individual? (COMDTINST M1001.27)
- 5 Are requests for Reserve orders (Form CG-3453) forwarded to the District prior to 1 December in order to obtain Phase II RK school quotas? (COMDTINST M1001.27, 5-F-3q)
- 6 Are all requests for Reserve orders (Form CG-3453) forwarded to the District within time-frame guidelines? (COMDTINST M1001.27 or district policy)
- 7 Is the unit Educational Services Officer following the rules for accountability for classified correspondence course materials? (CGI Non-Resident Training Manual, 5th edition, E 4600.1 P.2-11)
- 8 Are End-of-Course Tests (EOCT) properly stored for classified and unclassified EOCTs and is an EOCT log maintained? (E 4600.1, P.3-2 & 3)
- 9 Does the unit issue monthly or quarterly blanket orders promulgating the unit augmentation/training schedule? Are amendments for all concerned issued and are copies provided to the active duty command? (COMDTINST M1001.27, 5-B-7)
- 10 Does the schedule contain a listing of all drill assignments for all members? (COMDTINST M1001.27, 5-B-7a)
- 11 Is the active duty command notified of all changes promptly when specific members can't report for IDT duty?
- 12 Does the unit conduct formal training during drills? How? (COMDTINST M1001.27, 15-C-2b and 15-E-5)
- 13 Are required UCMJ articles explained in detail upon reenlistment? Is the Code and the Manual for Courts-Martial, United States, 1984 (Rev.) available for use by the unit members? (COMDTINST M1000.6A, 8-B-1)
- 14 Are all direct commissioned officers making satisfactory progress toward their direct commission training requirements? (COMDTINST M1001.27, 6-A-6c)
- 15 Does the unit submit documentation to support assignment of qualification codes to district when earned? Does the unit submit recommendations for deletions upon expiration or when required by adverse performance? (COMDTINST M1414.9 and COMDTINST M1001.27, 15-J-2a)

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- 16 Are non-rated members being screened and recommended for advancement when qualified (especially class "A" school graduates)? (COMDTINST M1001.27, 7-C-21)
- 17 What percentage of unit members had Career Development Plan (CDP) properly completed during last year? (COMDTINST M1001.27, 15-J-2)
- 18 Does the CDP suggest and show evidence of following a logical, practical career plan?
- 19 Are career development interviews conducted as soon as practicable for newly reported unit members? (COMDTINST M1001.27, 15-J-2a(2))
- 20 Do unit members understand the information and purpose of their individual plans? (COMDTINST M1001.27, 15-J-1a and random interviews with unit members)

**SELECTED RESERVE ADMINISTRATIVE AND
TRAINING MANAGEMENT INSPECTION GUIDE**
SAMPLE INDICATOR RECAP

QUESTION

<u>NUMBER</u>	<u>ITEM</u>	<u>%</u>	<u>ACTUAL NUMBERS</u>
Cover	On-board strength vs billets assigned	_____	_____
I.B.5.	Assigned personnel present for P.I.	_____	_____
I.E.2.	Tested for Drug Urinalysis Program	_____	_____
II.C.1.	Valid I.D. Cards	_____	_____
II.C.4.	Interim Mob Orders	_____	_____
II.I.7.	Current Physicals	_____	_____
II.I.8.	Weighed and measured	_____	_____
II.I.9.	Number of members on weight probation	_____	_____
III.A.9.	Attendance ratio	_____	_____
III.B.1.	E-6 and below with current seabag	_____	_____
IV.A.1.	IDT training toward mob billet	_____	_____
IV.A.2.	ADT training toward mob billet	_____	_____
IV.A.3.	Premobilization training within last year	_____	_____
IV.A.5.	Exercise participation within last 4 years	_____	_____
IV.A.6.	Officers current in experience indicator	_____	_____
IV.A.9.	Weapons qualifications	_____	_____
IV.B.1.	IDT Augmentation	_____	_____
IV.B.5.	Small boat quals vs required	_____	_____
IV.B.10.	Port Safety/Security quals vs required	_____	_____
IV.C.17.	Career Development Plan interviews	_____	_____

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KEY ITEMS OF EMPHASIS
'FLASH REPORT'

Success factors:

1. _____
2. _____
- 3.. _____

Items for correction

Action By:

Unit Group (r) (rdi)

1. _____
2. _____
3. _____

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SAMPLE INSPECTION REPORT FORMAT

(rdi)
5040

From: XXXXXXXX District Reserve Inspector
To: Commander, XXXXXXXX Coast Guard District (r)
Subj: Administrative and Training Management Inspection of Coast Guard Reserve Unit XXXXXXXXXXXXXXXX
Ref: (a) (district directive publishing inspection schedule)
(b) COMDTINST 5040.5 (series)

1. In accordance with references (a) and (b), my staff conducted an administrative and training management inspection of Coast Guard Reserve Unit (or Group (Admin)) XXXXXXXX on (date). An annotated copy of the Selected Reserve Administrative and Training Management Inspection Guide used during the inspection, and a copy of the scoring criteria used by my staff, are attached as enclosures (1) and (2).

2. Overall, the unit (group) was judged to be performing its administrative and training management functions in a (ADJECTIVAL RATING) manner. (For units with rating of GOOD or below, include the following: "The most significant deficiencies we noted, and the corrective action we proposed to the unit commanding officer are summarized below:

DEFICIENCY	CORRECTION PROPOSED
Xxxxxx xxxxxx xxxxxxxx xx xx	Yyyyyy y yyyyyy y y yyyyyyyyyy yyyyyy y.
Xxxx xxxxxxxxxxx xxxxxxxx xx xxxx.	Yyy yyyyyy yy yyyyyyyyyy yyy y yyyyyy yy

3. Copies of this inspection report, with attachments, have been distributed this date as noted below.

E. Z. GOING

Encl: (1) Annotated inspection guide for CGRU XXXXXXXX
(2) Scoring criteria

Copy to: Commanding Officer, CGRU XXXXXXXX
Commander, CG Reserve Group YYYYYY
Commanding Officer, (principal active force units providing training and/or being augmented)